

NEMATOLOGY LABORATORY SUPERVISOR

This is supervisory, administrative and advanced technical work, including research activities, in directing and reviewing the work of laboratory personnel engaged in identifying and counting plant parasitic nematodes, and performing other support duties in the nematology laboratory in the Agronomic Services Division.

Employee supervises, plans, directs, reviews and evaluates the work of subordinates; and participates in the development of modifications to methods and procedures, and oversees the introduction of new or modified methods or procedures. Employee conducts independent research or participates cooperatively with the Nematologist in related research. Employee works primarily as a supervisor, but also conducts root-knot and soybean cyst nematode species and race identifying bioassays. Employee renders management recommendations to users in the absence of the Nematologist. Employee may perform other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans daily, weekly or monthly work schedules, and establishes short-term priorities, providing input to goals and objectives established by the Nematologist. Research activities may require longer-range planning. Employee also plans and recommends equipment and manpower needs.

Organizing and Directing - Employee assigns work to subordinates and makes adjustments in work schedules or work flow to balance the work load.

Budgeting - Employee normally has no involvement in administering budgets other than recommending manpower, equipment and supply needs. Employee orders routine laboratory supplies.

Training - Employee evaluates the training needs of subordinates and plans, provides and evaluates the effectiveness of on-the-job training. Employee arranges for technicians to attend training conducted by outside sources as needed.

Setting Work Standards - Employee explains and instructs subordinates in the established work rules and standards governing quality and quantity. Employee participates in establishing or changing these standards, including standards for a safe work environment.

Reviewing Work - Employee reviews assay data for completeness, and consistency with cropping history or other grower supplied information, and can accept, amend, or reject this work based on established standards. More complex or controversial work may be referred to the Nematologist for review.

Counseling and Disciplining - Employee is responsible for reviewing and solving informal complaints and grievances, for administering appropriate counseling on less severe situations, and for recommending and later administering formal disciplinary action.

Performing Other Personnel Functions - Employee independently interviews applicants for permanent positions and participates with considerable influence in the selection process, and makes hiring decisions for temporary employees. Employee approves leave requests and conducts the performance appraisals of subordinates.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is usually stable with only occasional changes in methods, procedures, or equipment.

Variety of Work Supervised - Employee is responsible for supervising the Nematology Laboratory.

Number of Employees Responsible For - Employee is responsible for approximately six permanent employees including technicians and lab helpers and three temporary-seasonal employees.

III. EXTENT OF SUPERVISION RECEIVED: Employee functions independently in carrying out routine work. Work is reviewed by the Nematologist through conferences and laboratory reports. The Nematologist reviews controversial work situations and approves any significant changes in methods or operating procedures.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - There is a slight fluctuation in the work force due to the seasonal nature of the work.

Physical Dispersion - N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Thorough knowledge of nematode morphology and taxonomy. Considerable knowledge of methodology, techniques, and procedures used in identifying and quantifying plant parasitic nematodes in soil and root samples. Considerable knowledge of laboratory safety practices. Skill in the operation of microscopes, centrifuges, balances, and other laboratory equipment. Ability to supervise and evaluate the work of technicians and laboratory helpers. Ability to analyze results, interpret and develop methodology, understand and solve theoretical problems, and to provide training and instruction to others. Ability to establish and maintain effective working relationships with growers who use the services of the nematology laboratory, peer groups in other laboratories, and the general public.

Minimum Training and Experience Requirements - Bachelor's degree in biology, plant pathology or a closely related curriculum including coursework in plant pathology or nematology from an appropriately accredited institution and two years of experience in laboratory or field nematology work; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.